
DISPOSAL AUTHORITY NC1-310-77-2

* Retention Period *

LEG LEGISLATIVE AND LEGAL

Material too broad to file in
secondaries below.

(item 159a)

Originating office:

Destroy when 3 years old.

(item 159b)

All other offices:

Destroy when 2 years old.

LEG 1 POLICY

Policy and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject or policy and cross-reference to appropriate subject category.

(item 160a)

Originating office:

Retire to Federal
Records Center (FRC)
when 10 years old.
Destroy when 20 years
old.

EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.

(item 160b)

All other offices:

Destroy when superseded
or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE ITEMS NEEDED

LEG 2 REPORTS AND STATISTICS

Reports covering all subjects included under this primary subject. Case file special or recurring reports as needed.

a. Record copy of substantive reports, such as annual summaries and comprehensive non-recurring reports. Case file special or one-time reports as needed.

(item 161a)

Originating office:

Retire to FRC when 10 years old. Destroy when 20 years old.

(item 161b)

All other offices:

Destroy when no longer needed for reference but no longer than 3 years.

b. Agency copy of above reports.

(item 162a)

Originating office:

Destroy when superseded or obsolete.

(item 162b)

All other offices:

Destroy when 2 years old.

c. All other reports.

(item 163a)

Originating office:

Destroy when 2 years old.

(item 163b)

All other offices:

Destroy when 2 years old.

LEG 3 COMMITTEES, MEETINGS

Committees and meetings relating to administrative activities and functions not having long-term significance. Subdivide committees and meetings, if necessary, and show name and date span of folder.

(item 164a)

Originating office:

Destroy when 2 years old.
+[(Disp. Auth. GRS-16-8-a)]+

(item 164b)

All other offices:

Destroy when 2 years old.
+[(Disp. Auth. GRS-16-8-

(item 165a)

Originating office:

Retire to FRC when
10 years old. Destroy
when 20 years old.

(item 165b)

All other offices:

Destroy when 2 years old.

Case file record copy of minutes and related material, including agendas, of substantive or significant committees or meetings concerned with broad aspects of the Agency, such as advisory organizations and interagency committees. Includes record materials on committees chaired by legislative representatives responsible for carrying out assignments.

EXCEPT: Program committees or meetings which should be filed under the specific program category.

LEG 3-1 Arrangements

Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.

(item 166a)

Originating office:

Destroy when 1 year old.

(item 166b)

All other offices:

Destroy when 1 year old.

DISPOSAL AUTHORITY NC1-310-77-2

* Retention Period *

LEG 4 COOPERATION

General correspondence relating to cooperative interagency and interagency relations, including transactions with foreign countries.

(item 167a)

Originating office:

Destroy when 3 years old.

(item 167b)

All other offices:

Destroy when 2 years old.

LEG 4-1 Cooperative Agreements

Memorandums of Understanding and Cooperative Agreements reflecting cooperation with other Federal agencies, foreign governments, and private companies. Case file as necessary.

(item 168a[1])

Originating office:

MICROFILM COPY :

Destroy in Agency 5 years after declared obsolete. Destroy original paper copy after microfilm has been reviewed and found satisfactory.

+[(Disp. Auth. NC1-463-83-2)]+.

(item 168b[1])

All other offices:

MICROFILM COPY :

Destroy in Agency when superseded or obsolete.

+[(Disp. Auth. NC1-463-2)]+.

(item 168a[2])

Originating office:

PAPER COPY (if not filmed) :

Destroy 5 years after superseded or terminated.

+[(Disp. Auth. NC1-463-83-2)]+.

DISPOSAL AUTHORITY NC1-310-77-2

* Retention Period *

LEG 4-1 (continued)

(item 168b[2])

All other offices:

PAPER COPY: Destroy
when superseded or
obsolete. +[(Disp.
Auth. NC1-463-83-2)]+.

LEG 4-2 Federal-State Relations

Cooperative Agreements, amendments, and Memorandums of Understanding relating to programs conducted in cooperation with the State Governments.

EXCEPT: Survey evaluations, reviews, and other material relating to specific subjects or cases. See appropriate subject.

(item 169a[1])

Originating office:

MICROFILM COPY:
Destroy in Agency 5
years after declared
obsolete. Destroy
original paper copy
after microfilm has
been reviewed and
found satisfactory.
+[(Disp. Auth. NC1-463-
83-2)]+.

(item 169b[1])

All other offices:

MICROFILM COPY:
Destroy when
superseded or obsolete.
+[(Disp. Auth. NC1-463-
2)]+.

(item 169a[2])

Originating office:

PAPER COPY (if not
filmed): Destroy 5 years
after superseded or
terminated. +[(Disp.
Auth. NC1-463-83-2)]+.

MAKE FILE FOLDERS FOR ONLY THOSE ITEMS NEEDED

DISPOSAL AUTHORITY NC1-310-77-2

LEG 4-2 (continued)

* Retention Period *

(item 169b[2])
All other offices:
PAPER COPY : Destroy
when superseded or
obsolete. +[(Disp.
Auth. NC1-463-83-2)]+

LEG 5 LAWS AND REGULATIONS

General material on laws and regulations.

(item 172a)
Originating office:
Destroy when 3 years old.

(item 172b)
All other offices:
Destroy when 2 years old.

Development of proposed laws and regulations, and revisions thereto, not relating to specific Agency programs. Includes copy of final enacted law or promulgated regulations, as applicable.

(item 170a)
Originating office:
PERMANENT . Retire to
FRC when 10 years old.
Transfer to National
Archives Records
Administration (NARA)
when 15 years old.

(item 170b)
All other offices:
Destroy when superseded
or obsolete.

Copies of laws and regulations relating to Agency programs.

(item 171a)
Originating office:
Destroy 2 years after
superseded or obsolete.

NOTE: File laws and regulations for specific programs under the appropriate primary subject.

(item 171b)
All other offices:
Destroy when superseded
or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE ITEMS NEEDED

*** Retention Period ***

LEG 5-1 Hearings

Case file of hearings and material related to quasi-judicial proceedings involving testimony and arguments which are concerned with proposed or existing legislation, executive orders, Agency regulations, rules, and the like.

a. Case files of hearings that have precedential significance or were especially widely publicized.

(item 173a)

Originating office:

PERMANENT. Retire to FRC when 10 years old. Offer to NARA when 15 years old.

(item 173b)

All other offices:

Destroy when 3 years old.

b. Case files of all other subjects.

(item 173-1a)

Originating office:

Retire to FRC when 10 years old. Destroy when 20 years old.

(item 173-1b)

All other offices:

Destroy when 3 years old.

LEG 5-2 Dockets

General material on dockets for publication in the Federal Register. Includes clearances and supporting material.

(item 174a)

Originating office:

Destroy when 6 years old.

(item 174b)

All other offices:

Destroy when 3 years old.

LEG 5-2 (continued)

* Retention Period *

Official docket folders, including copy of regulation published in Federal Register and other essential documentation.

(item 175a)

Originating office:

Retire to FRC
when 6 years old.
Destroy when 20 years
old.

(item 175b)

All other offices:

Destroy when 3 years old.

LEG 5-3 Legal Opinions

Legal opinions and decisions on laws, regulations, and executive orders. If necessary, case file by source, such as Attorney General, General Counsel, and Comptroller General decisions.

(item 176a)

Originating office:

PERMANENT. Retire to
FRC when 10 years old.
Transfer to NARA when 15
years old.

(item 176b)

All other offices:

Destroy when 2 years old.

LEG 5-4 Constraints

Includes material on external and internal constraints. Cross-reference to appropriate subject, if necessary.

(item 177a)

Originating office:

Retire to FRC
when 10 years old.
Destroy when 15
years old.

(item 177b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

LEG 7 CONGRESSIONAL CORRESPONDENCE

Material on, and correspondence with the Congress, both committees and individual members, involving statements of policy and explanation of policy decisions, administrative action, and special research and compilation. Subdivide, if necessary, by name of Committee or member of Congress. Includes replies to congressional requests for pamphlets. Indicate on the white copy the file code under which the yellow copy is filed.

Set up separate folders if needed by name of committee or member of Congress.

File white copy of correspondence with the Congress (individual members of the House or Senate), including committees here.

File the yellow copy of the correspondence, with attached incoming congressional correspondence, by the subject involved.

(item 178a)

Originating office:

Destroy when 5 years old.

(item 178b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

LEG 8 PATENT APPLICATIONS

Material on patent applications, Form OGC-3(7-75) on invention reporting and ownership, combined declaration for patent application and poser of attorney, decription of device, correspondence, and examiners; action Form PTOL-326 (Rev. 9-89). Material should include the entire patent application.

Case file by patent number or inventor's name.

(item 3004a)

Originating office:

Patent applications should be destroyed 3 years after notification is received from the Patent and Trade-mark Office or when the file is no longer needed, whichever is longer.

(item 3004b)

All other offices:

Patent applications should be destroyed 3 years after notification is received from the Patent and Trade-mark Office or when the file is no longer needed, whichever is longer.